



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

DIVISION OF REHABILITATION SERVICES REGION IV

January 5, 2009

CONTRACTUAL

POSITION TITLE: Office Secretary III

SALARY: State Salary Grade 10
Hourly Rate: \$13.63

LOCATION: 8221 Teal Drive
Unit 429
Easton MD 21601

NATURE OF WORK: To provide secretarial, clerical, and telephone support for professional staff engaged in the planning and delivery of vocational and independent living services; provide expert assistance to consumers; initiate and maintain office protocols and procedures; and utilize information processing systems to maintain client statistical and financial records.

DUTIES AND RESPONSIBILITIES: Respond to individual consumer concerns and telephone calls to include accurately recording the information provided by the client or caller, answering general questions about DORS; giving accurate information to the client or caller and maintaining proper interpersonal/telephone etiquette. Prepare resumes and job related correspondence for clients.

MINIMUM QUALIFICATIONS: **Education:** Graduation from a standard high school or possession of a state high school equivalency certificate.

Experience: Three years of experience in secretarial or clerical work involving typing.

ESSENTIAL REQUIREMENTS: **Note:** Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education.
Knowledge of the principles and practices of good office management; skill in a variety of software packages; good mathematical ability; skill in organizing and completing multiple tasks with close attention to detail; ability to independently respond to telephone and in-person inquiries for routine information; ability to exercise good judgment, courtesy and tact in receiving callers, in giving and obtaining information, and in making proper disposition of problems; and ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENT: Demonstrate ability to accurately type on a typewriter or keyboard on a personal computer, computer terminal or work processor.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

**PROCEDURE FOR
APPLICATION:**

Applicants must complete the Maryland State Department of Education Application For Employment indicating application for Contractual Office Secretary III, Easton. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the JobLine (410) 554-9396 or visit our website www.marylandpublicschools.org or visit www.dors.state.md.us. Completed applications and inquiries must be directed to Denise Metzger, DORS Personnel, 2301 Argonne Drive, Baltimore, MD 21218. All applications will be acknowledged and must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act, and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

CLOSING DATE:

January 30, 2009